PARENTS' BILL OF RIGHTS FOR DATA PRIVACY AND SECURITY

Pursuant to New York State Education Law §2-d, parents, legal guardians and persons in parental relation to a student are entitled to certain rights with regard to their child's personally identifiable information, as defined by Education Law §2-d. The Hewlett-Woodmere Public School District, in recognition of the risk of identity theft and unwarranted invasion of privacy, affirms its commitment to safeguarding student personally identifiable information (PII) in educational records from unauthorized access or disclosure in accordance with State and Federal law. This document contains a plain-English summary of such rights.

1. Student PII will be collected and disclosed only as necessary to achieve educational purposes in accordance with State and Federal Law.
2. A student's personally identifiable information cannot be sold or released for any commercial or marketing purposes. by the District or any a third party contractor. The district will not sell student personally identifiable information and will not release it for marketing or commercial purposes, other than directory information released by the district in accordance with district policy;
3. Parents have the right to inspect and review the complete contents of their child's educational records maintained by the Hewlett-Woodmere Public Schools (for more information about how to exercise this right, see 5500-R);
4. State and Federal Laws, such as NYS Education Law §2-d and the Family Educational Rights and Privacy Act, protect the confidentiality of students' personally identifiable student information, and safeguards associated with industry standards and best practices, including, but not limited to, encryption, firewalls, and password protection must be in place when data is stored or transferred.
5. A complete list of all student data elements collected by New York State is available for review at the following website:

   http://www.p12.nysed.gov/irs/sirs/documentation/NYSEDstudentData.xlsx

   The list may also be made available by writing to:

   Chief Privacy Officer
   New York State Education Department
   89 Washington Avenue
   Albany, NY 12234

6. Parents have the right to have complaints about possible breaches of student data addressed. Complaints should be directed to:

   Deputy Superintendent's Office
   Hewlett-Woodmere Public Schools
   1 Johnson Place
   Woodmere, New York 11598
   (516) 792-4802

OR

Complaints can also be directed to the New York State Education Department online at http://nysed.gov.data-privacy-security, by mail to the

Chief Privacy Officer
New York State Education Department
89 Washington Avenue
Albany, NY 12234

Email: privacy@mail.nysed.gov
Telephone at 518-474-0937

5. Parents have the right to be notified in accordance to applicable laws and regulations if a breach or unauthorized release of their student's PII occurs.
6. Parents can expect that educational agency workers who handle PII will receive annual training on applicable federal and state laws, regulations, educational agency's policies and safeguards which will be in alignment with industry standards and best practices to protect PII.
7. In the event that the District engages a third-party provider to deliver student educational services, the contractor or subcontractor will be obligated to adhere to State and Federal Laws to safeguard student PII. Parents can request information about third party contractors by contacting

   Amanda Kavanagh
   Data Protection Officer
   Hewlett-Woodmere Public Schools
   1 Johnson Place
   Woodmere, New York 11598
   (516) 792-4892
   akavanagh@hewlett-woodmere.net

   or can access the information on the District's website:
   https://www.hewlett-woodmere.net/Page/11125

8. Each contract with a third-party contractor which will receive student data, or teacher or principal data will include information addressing the following:

   a. The exclusive purposes for which the student data or teacher or principal data will be used.

   b. How the third-party contractor will ensure that the subcontractors, persons or entities that the third-party contractor will share the student data or teacher or principal data with, if any, will abide by data protection and security requirements.

c. When the agreement expires and what happens to the student data or teacher and principal data upon expiration of the agreement.

d. If and how a parent, student, a student over eighteen years of age, teacher or principal may challenge the accuracy of the student data or teacher or principal data that is collected; and

e. Where the student data or teacher or principal data will be stored, and the security protections taken to ensure such data will be protected, including whether such data will be encrypted.

9. Third-party contractors are also required to:

a. Provide training on federal and state law governing confidentiality to any officers, employees, or assignees who have access to student data or teacher or principal data;

b. Limit internal access to education records to those individuals who have a legitimate educational interest in such records.

c. Not use educational records for any other purpose than those explicitly authorized in the contract;

d. Not disclose personally identifiable information to any other party (i) without the prior written consent of the parent or eligible student; or (ii) unless required by statute or court order and the third-party contractor provides a notice of the disclosure to the New York State Education Department, board of education, or institution that provided the information no later than the time the information is disclosed, unless providing notice of the disclosure is expressly prohibited by the statute or court order;

e. Maintain reasonable administrative, technical and physical safeguards to protect the security, confidentiality and integrity of personally identifiable student information in its custody;

f. Use encryption technology to protect data while in motion or in its custody from unauthorized disclosure as specified in Education Law §2-d;

g. Notify the Hewlett-Woodmere Public Schools of any breach of security resulting in an unauthorized release of student data or teacher or principal data, in the most expedient way possible and without unreasonable delay;

h. Provide a data security and privacy plan outlining how all state, federal and local data security and privacy contract requirements will be implemented over the life of the contract;

i. Provide a signed copy of this Bill of Rights to the Hewlett-Woodmere Public Schools thereby acknowledging that they are aware of and agree to abide by this Bill of Rights.

10. This Bill of Rights is subject to change based on regulations of the Commissioner of Education and the New York State Education Department's Chief Privacy Officer, as well as emerging guidance documents.